

Submission Guidelines for Your Online Application

Create your account:

- ✓ Create an online account with your personal email. You need a strong password and select three security questions with your answers. *Note that your password must have at least 12 characters and must include at least one upper & lowercase letter, a number, and a symbol (i.e. !@#%\$&*), and your answers must have at least 5 characters.*
- ✓ It is important to **remember** your email, the password and the answers to your security questions. It is the applicant's responsibility to maintain his/her credentials to ERA. In creating your ERA Account, make sure to provide a password that you will easily remember.
- ✓ In case you forgot your password, the account lock is only **TEMPORARY** – after 30 minutes, ERA will allow you to log in again. If you can no longer remember your password, the system **ONLY** allows two options: Click the password reset hyperlink or, create a new account.

Complete your online application:

- ✓ Log in with your email and password.
- ✓ Complete your online application by addressing each required qualification listed in each vacancy announcement with specific information supporting for education, experience, languages, job knowledge, and skills required in the vacancy announcements. Failure to provide the information, your application may be disqualified for the position.
- ✓ Upload all of the required documents as listed on the online application for each position. Please ensure the documents are in Microsoft Word, JPF, and/or Adobe Acrobat PDF format. The maximum file size for each document is 3MB.
- ✓ Carefully read all questions in the online application and answer them concisely and accurately.
- ✓ Make sure to submit your application before the closing date.

Remark: Information and documents that you completed and uploaded will be saved in the system and can be used to apply for other positions.

See more information by visiting the US Embassy in Panama website at:

<https://pa.usembassy.gov/embassy/jobs/>

Check status and edit your application: You may check your application status by clicking “Dashboard” on the webpage and may revise to your application **before the closing date**.

Recruitment Process:

- ✓ There is no limitation in the numbers of applications. Applicants can apply for several jobs; however, **only** applicants that meet all the eligibility and qualification requirements listed on each vacancy announcement will be qualified for the position.
- ✓ **Only** shortlisted candidates who are selected for a job interview will be notified.

- ✓ The qualified candidates will be contacted within approximately 6 weeks after the closing date. If you have not been contacted within this period, please assume that you are not being considered.
- ✓ Applicants must submit a new application package for each advertised vacancy in order to be considered for that position.

Contact Recruitment: You may contact the Human Resources Office at Panamaembjobs@state.gov.